



Kansas Division

**Membership in the Kansas Division of IAAP provides outstanding benefits and services to meet your professional and personal needs.**

*Kansas Division website link: [www.iaap-kansas.org](http://www.iaap-kansas.org)*

## **What Does Kansas Division Do For Me?**

**Professional Growth:** Enhance your career and develop self-confidence.

**Networking Opportunities:** Meet and exchange ideas with administrative professionals throughout the world.

**Continuing Education:** Seminars and workshops offered annually at chapter, division, district and international levels. The Kansas Division board offers seminars and workshops during the year which provide participants with educational development, as well as networking opportunities with office professionals around the state. These affordable workshops are eligible for CPS/CAP recertification points.

**Leadership Workshop**– August 13, 2011 (Emporia)

**Winter Workshop**– January, 2012 (Topeka)

**KDAM 12**– June 1-3, 2012 (Topeka)

**Fall Seminar**– October 1, 2011 (Emporia)

**Spring Seminar**– March, 2011 (Olathe)

We encourage all members of the Kansas Division to join us for these exciting and educational events. Guests are welcome!

**Leadership Development:** Enhance skills by serving as a committee member/chairman or an officer.

**Technology Updates:** Keep up-to-date on business trends and technological advances.

**Publications:** *OfficePRO* magazine and the *Connections* newsletter, as well as the Kansas Division quarterly newsletter, *The Signals*, and local chapter newsletters.

**Certification Program:** This comprehensive exam offers a means of certifying the skills of top secretaries and administrative professionals.

Recognition of Members' Accomplishments:

- CPS and CAP recipients are honored
- Professional Development Award
- Membership Recruitment Awards
- Kansas Division Member of the Year Award
- Kansas Division Chapter of the Year Award
- Milestone Anniversary Recognition

## **What will your Employer Gain from your Membership in IAAP?**

- A professional team member dedicated to producing a quality product or service
- A positive public relations representative who takes pride in professionalism and excellence
- Administrative personnel who are up-to-date with the latest technological trends
- Opportunities for quality leadership training, self-improvement, and employee education
- An employee who has the opportunity for continuous personal and professional growth and brings these skills back to the workplace.

• **Want more info?** Sue Houser, CPS/CAP, Kansas Division President, [sue.houser@spiritaero.com](mailto:sue.houser@spiritaero.com)  
Carol Zamaitis, CPS, Kansas Division President-elect, [carol.zamaitis@greenbush.org](mailto:carol.zamaitis@greenbush.org)

